

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ASSISTANT STREETS SUPERINTENDENT
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs administrative and supervisory work assisting the Streets Superintendent in directing the maintenance of City streets. Employee reports to the Streets Superintendent.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for assisting with planning and directing the maintenance and improvement of all infrastructure located within the City's public rights-of-way including, but not limited to, streets construction and maintenance, sidewalk maintenance and construction, storm drain system maintenance and construction, tree maintenance and removal, mowing, signage and markings, and emergency services to ensure public access and conveyance. Duties include responsibility for assisting with directing construction projects, including contracted construction per the North Carolina General Statutes, administering the divisional budget encompassing four sections, and management of the divisional safety program. Employee is also responsible for participating in the formulation of operating policies and regulations. Supervision is exercised through subordinate supervisory personnel engaged in various phases of streets operation and maintenance. The employee has considerable latitude; independent judgment and action are required in accomplishing departmental objectives. Work is performed in accordance with established policies and regulations under limited supervision of the Streets Superintendent and is evaluated through conferences in terms of the effectiveness and efficiency of the division's operation and maintenance programs.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Participates in the planning and directing of the development, maintenance and operations of all City streets and related infrastructure.

Participates in the preparation of divisional budget requests and proposals.

Prepares specifications on equipment and materials utilized in the operation and maintenance areas.

Prepares and manages the divisional safety program.

Plans, schedules and supervises, through subordinate Labor Crew Coordinators, the work of personnel engaged in construction, maintenance and repair activities.

ASSISTANT STREETS SUPERINTENDENT

Provides advice to supervisors and coordinators on matters of street maintenance and construction, sidewalk maintenance and construction, storm drainage maintenance and construction, tree maintenance and removal, mowing, contracts and equipment repair.

Selects, trains and evaluates the performance of employees; handles employee complaints and disciplinary problems.

Responds to requests for information and complaints from the general public.

Prepares a variety of records and data, and prepares routine reports from that information.

ADDITIONAL JOB FUNCTIONS

Performs Level I plan review in coordination with the Planning & Development Department process.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard practices, materials, tools and equipment utilized in street operations and maintenance.

Considerable knowledge of the principles and practices of street management at a level suitable to perform plan review.

General knowledge of the current literature, trends and developments in the field of street management.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the occupational hazards and safety precautions related to the work and equipment.

Skill in the use and care of the tools, equipment and materials employed in the work.

Ability to plan, direct and coordinate the work of subordinates and to instruct them in proper work methods and procedures.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to prepare and maintain routine work records and reports.

Ability to express ideas effectively both orally and in writing.

Ability to identify and focus on resolutions at the root issue.

Ability to identify and address both positive and negative work performance.

Ability to efficiently operate the HTE work order system.

Ability to efficiently operate Arc View software.

Ability to inspect street infrastructure per the City of Asheville Standards and Specifications Manual.

Ability to identify street maintenance procedures to ensure compliance with the Public Works Safe Operating Procedures Manual, as amended.

Ability to administer construction contracts within the parameters outlined in N.C. Gen. Stat. §§ 143-129 and 143-131, and City of Asheville procedures.

ASSISTANT STREETS SUPERINTENDENT

Ability to administer a multimillion dollar budget.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in civil engineering, facilities maintenance or a related field and 5 to 7 years of progressively responsible construction experience including some supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of an appropriate valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works, and to think, learn and process information using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict and perform as an effective team member.

Intellectual Competency: Ability to think, learn, process information, solve problems and gather necessary information using math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Professional Conduct: Ability to exhibit conduct that demonstrates a commitment to public service. Ability and maturity to react in a professional manner, both within and outside the organization.

Salary Grade 19
Exempt
September, 2005